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20 JUN 1953

MEMORANDUM FOR: Deputy Director (Administration)

THRU: Classification and Wage Division, Personnel Office

SUBJECT: Reallocation of Existing T/O Positions within  
Foreign Documents Division

1. When the responsibility for analyzing propaganda appearing in foreign language publications became an authorized function of FDD, it was believed that it could best be established as a divided regional effort under the coordination of an officer attached to the Division Chief's office. The following allocation of these positions was then made:



2. Experience has clearly shown that due to the highly specialized nature of this work, all of these officers should be grouped together in one unit. Therefore, in order to provide more centralized control and direction of the press propaganda analysis function; to facilitate the development of specialized analysis techniques; and to further the training of personnel in such techniques and methods, we propose to establish a separate Press Propaganda Branch to be administered by the present Propaganda Analysis Coordinator and to be directly subordinated to the Division Chief.

3. Approval and amendment to the FDD T/O is therefore requested for:

a. Establishment of a Press Propaganda Branch in FDD within the present T/O.

b. Deletion of the above  positions from the Office of the Chief and the area branches concerned, and their reallocation to the new Press Propaganda Branch (under K775 as Branch Chief).

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c. Reclassification of Position No. K775 from GS-13 to GS-14. As this would form a Branch with equal responsibilities with the other FDD Branches, its Chief should be a GS-14 in accord with the established classifications of the Division.

d. Establish one (1) GS-13 position for Deputy Branch Chief by reclassifying one (1) of the GS-12 positions.

e. Transfer and reclassification of one (1) position to provide clerical support for the new Branch; i.e., deletion of Position No. K598.02, Clerk Typist, GS-3 from the Far East Branch, reclassification to a Secretary (General), GS-5, and reallocation to the Press Propaganda Branch.



/ Deputy Assistant Director  
for Operations

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CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

AUG 20 1953

| TO— |                         | DATE     |
|-----|-------------------------|----------|
| 1   | Mr. Bagnall             | 20 Aug.  |
| 2   | A. J. O.                | S. S. C. |
| 3   | <del>Mr. T. J. O.</del> |          |
| 4   |                         |          |
| 5   |                         |          |

  

| FROM— | INITIALS            | DATE |
|-------|---------------------|------|
| 1     | m/c                 |      |
| 2     | <del>A. J. O.</del> |      |
| 3     |                     |      |

|                                      |   |                                    |
|--------------------------------------|---|------------------------------------|
| <input type="checkbox"/> APPROVAL    | <input type="checkbox"/> INFORMATION          | <input type="checkbox"/> SIGNATURE |
| <input type="checkbox"/> ACTION      | <input type="checkbox"/> DIRECT REPLY         | <input type="checkbox"/> RETURN    |
| <input type="checkbox"/> COMMENT     | <input type="checkbox"/> PREPARATION OF REPLY | <input type="checkbox"/> DISPATCH  |
| <input type="checkbox"/> CONCURRENCE | <input type="checkbox"/> RECOMMENDATION       | <input type="checkbox"/> FILE      |

Remarks:

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Approved For Release 2003/12/04 : CIA-RDP81-00706R000200060005-6

# ROUTING AND RECORD SHEET

**INSTRUCTIONS:** Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:

Chief, Classification and Wage Division

NO.

DATE

28 July 1953

| TO   | ROOM NO.      | DATE  |       | OFFICER'S INITIALS | COMMENTS  |
|--|---------------|-------|-------|--------------------|---|
|  |               | REC'D | FWD'D |                    |   |
| 1.<br><div style="border: 1px solid black; width: 100px; height: 20px;"></div> | 226<br>Admin. |       |       | ERW                | <p><i>Returned for cancellation per your request.</i></p> <p><i>ERW</i></p> |
| 2.<br>Mr. Bagnall<br>Chief, FDD  |               |       |       |                    |   |
| 3.   |               |       |       |                    |   |
| 4.   |               |       |       |                    |   |
| 5.   |               |       |       |                    |   |
| 6.   |               |       |       |                    |   |
| 7.   |               |       |       |                    |   |
| 8.   |               |       |       |                    |   |
| 9.   |               |       |       |                    |   |
| 10.  |               |       |       |                    |   |
| 11.  |               |       |       |                    |   |
| 12.  |               |       |       |                    |   |
| 13.  |               |       |       |                    |   |
| 14.  |               |       |       |                    |   |
| 15.  |               |       |       |                    |   |

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